

Your Planning Application - A Guide to the Decision Making Process: A Guide to Planning Procedure



What are Guides to Planning Procedure?

This is one of a series of Guides to Planning Procedure being produced by the Council to help you understand the planning process and how decisions are made. It sets out various internal processes and procedures that have been agreed. Separate guidance on planning policy is available through the Development Plan (including the Malvern Hills District Local Plan 1996-2011) and various Supplementary Planning Documents.

1. What happens when my application is received?

Once your application is received, we will give it a planning reference number and check it against our Validation Checklists to make sure that we have all the necessary information. If we need any more information at this stage, we will write to you and let you know. All correspondence will be sent to your agent if you have one.

2. Who will deal with my application?

Once we have the necessary information, your application will be acknowledged and allocated to a Planning Case Officer. Any questions about the progress of your application should be directed to the Case Officer.

3. Who will be consulted?

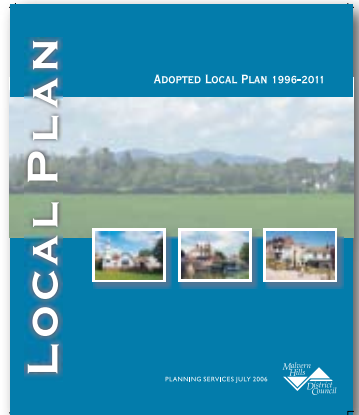
We will send notification cards to your neighbours in accordance with our Neighbour Notification Policy. Town or Parish Councils and other organisations will be sent copies of the plans and invited to comment in accordance with our Statement of Community Involvement. Your plans, together with all consultation responses, will be made available at the Customer Service Centre, and on our website.

4. Will someone visit the site?

The Case Officer will undertake an unaccompanied site visit to assess the planning issues. This will usually be within 10 working days of your fully completed application being acknowledged.

5. What will Officers consider?

Officers will consider a wide range of issues such as design, highway safety, trees and landscaping, and the impact on neighbouring properties. Officers will assess whether your proposal accords with local policies in the Development Plan and Supplementary Planning Documents and national policies such as Planning Policy Statements.



6. Will any changes be required?

Officers will consider the consultation responses and may contact you/ your agent again if any minor changes need to be made to accord with our policies, or if any additional information is required. We may then invite further comments from your neighbours and other organisations.

7. When will my application go to Committee?

Most applications can be determined by Senior Officers under the Council's Scheme of delegation. Some larger and more contentious proposals are reported to one of the two Area Development Control Committees which meet approximately every four weeks.

8. What is the Committee procedure?

If your application is being reported to Committee, you or your agent, together with everyone who made comments on your application, will be sent a letter 5 days before the meeting. Officers will prepare a report outlining the main issues and making a recommendation. You will be given the opportunity to address the Committee through the procedure set out in our Public Speaking Leaflet.

9. When can I expect a decision?

We aim to deal with all but the largest applications within eight weeks. However, some more complex applications and those that are reported to Committee may take longer. Once a decision is made, you or your agent will be sent a copy of the decision notice.

10. What if I am unhappy with the decision?

The planning process seeks to balance many different interests and, inevitably, some people are likely to disagree with the decisions that are reached. If your application is refused we will explain further the reason for the decision in a letter. You may contact the Case Officer to discuss alternative schemes, or, if an acceptable solution cannot be reached, you may appeal against the decision to the Planning Inspectorate.

11. What if I have further questions?

If you have questions regarding progress with your application, please visit our website or contact the Case Officer. For general questions regarding the application process or other planning matters please see the “How to contact us” section below.

12. Can I contact my Councillors?

District Councillors are an important source of local knowledge and advice and may be contacted and lobbied. However, it is important to bear in mind that they operate under a formal code of conduct, which means that they will not be able to express an opinion on a proposal that they may need to consider formally at a later stage. You can find details about you local Councillor on our website.

How to Contact Us

For further information about Planning Services, including community involvement, viewing applications and making appointments to see a Customer Service Advisor or Planning Officer please call 01684 862151. Alternatively, visit us at the Customer Service Centre in Great Malvern Library, Graham Road, Malvern (Opening Hours Monday to Friday 9:00am to 5.30pm) or visit the District Council's website www.malvernhills.gov.uk/planning.

Need help with this? Tel: 01905 25121

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ইংরেজি ভাষায় কিভাবে সাহায্য চান – এথনিক্‌ অ্যাকসেস্ [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121 [Bengali]
'Necessita de ajuda com o seu Inglês? – contacte Ethnic Access Tel.: 01905 25121' [Portuguese]
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